



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
Facsimile # (801) 568-7278

Site Plan Review Checklist

(For Commercial, Industrial, Mixed Use, and Multi-Family Developments Only)

Revised December 2007

DEVELOPER IS TO USE THIS CHECKLIST AS A REFERENCE THROUGHOUT THE REVIEW AND APPROVAL PROCESS

Initial Steps Prior to Site Plan Review

- ☐ **Information Contact** and/or Initial Review with Planning Staff
- ☐ **Development Committee Meeting** (if desired or required by Staff)
- ☐ **Meeting with Community Council** (if required by Staff)
 - ☐ Contact Marsha Millett (568-7114) for the specific Community Council contact person for your project.
 - ☐ Written response to Staff from Community Coordinator.
- ☐ **Architectural Review Committee Submittal Requirements** (if development is in Auto Mall or CBD Zones)
 - ☐ Eight (8) copies (24"x 36" format) of all Exterior Architectural Building Elevations consistent with Preliminary Review requested information.
 - ☐ One color board of all colors and materials proposed to be used on building.
 - ☐ Eight (8) copies (24"x 36" format) site plan consistent with Preliminary Review requested information.
- ☐ **Conceptual Review** by Planning Commission (for Mixed Used and PUD Projects only)
- ☐ **Planning Commission Preliminary Review Determination**
 - ☐ If Planning Commission review is not required, skip Step 2, "Planning Commission Preliminary Review"

Site Plan Review Process

NOTE: Step numbers 1 - 6 denote the same process numbers on the "*Site Plan Review Flowchart*".

1. PRELIMINARY SITE PLAN REVIEW BY STAFF

NOTE: Applications and plans will not be accepted unless the submittal is complete and turned in prior to the deadline for scheduling on the next Planning Commission agenda (if required). The Planning Commission cannot give this information a fair review when it is submitted at the last minute or at the meeting.

Preliminary Site Plan Review Process

The following is a basic outline of the Preliminary Review Process you must follow:

- I. The Planning staff circulates the site plans to the reviewing departments and agencies and will act as the liaison between the reviewing departments/ agencies and the developer.
- II. Upon receipt of the information required below, the Departments shall review the Preliminary Site Plan and either approve the plan as submitted or submit comments and corrections in writing or illustrated on the plans showing required modifications to the plans.
- III. Once all Preliminary comments have been received by the Planning staff from all departments, the Planning staff will transmit all reviews and corrections to the developer as one packet. The developer is responsible to see that all comments and corrections are addressed prior to submitting the final site plans for Final Review and Approval.
- IV. Any specific public improvement requirements set forth shall constitute a general standard or guideline for the purposes of Preliminary Review. Upon a proper factual showing by a property owner, such requirements may be reduced consistent with a reasonableness standard. The determination of the reasonable amount of public improvements to be dedicated, installed or upgraded shall be made by the Community Development Director, upon consultation with the Development Committee, based upon a finding that:
 - (A) There is a rational relationship between the required improvements and the anticipated needs of the community taking into account the immediate and direct impact of the proposed change and the long-term impact of the change on necessary services and facilities in the affected geographical area; and
 - (B) The cost of public improvements do not require property owners to bear more than their equitable share of the capital costs in relation to the benefits conferred. The City may enter into short-term deferral agreements with property owners in order to improve the equitable apportionment of expenditure burdens for such improvements.

Preliminary Site Plan Review Submittal Requirements:

- ☐ Payment of *non-refundable* **Pre-Development Fee** (contact the planning department for the amount)
- ☐ Completed Site Plan Review/Planning Commission **Application Form**.
- ☐ **Development Schedule** (including phasing).
- ☐ **Names and addresses of property owners** within 300 feet of proposed project on mailing labels (when required by Staff). Available from the Salt Lake County Recorders Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ **Property Plat of area to be developed** available from the Salt Lake County Recorders Office at: 2001 South State Street, Government Center, North Building, Room 1600, Salt Lake City, UT.
- ☐ Prepared **Submittal Packets** for each department as indicated on the attached "**SITE PLAN REVIEW - Preliminary Submittal**" forms. Each plan must be in 24" x 36" format and the following plans must include the following details:
 - ☐ **Site Plan** - showing all of the following information:
 - ☐ Site Plan drawn to a scale of no smaller than 1" = 30' (use the attached "Sample Site Plan" for example of information required) AND STAMPED, DATED AND SIGNED BY AN ARCHITECT OR ENGINEER LICENSED IN THE STATE OF UTAH (required by Utah State Law).
 - IV North arrow.
 - ☐ Scale of drawing.
 - ☐ Legend of line-types, symbols and hatches.
 - ☐ Vicinity Map (reduced to scale).
 - ☐ All existing and proposed improvements (shown in distinctly different line types):
 - ☐ Above-ground structures (buildings, monument signs, fences, walls, etc.).
 - ☐ Surface improvements (curb and gutter, asphalt, sidewalks, trails, etc.).
 - ☐ Curb ramps, accessible parking spaces, access aisles, and accessible routes as required by the latest edition of the ADA Accessibility Guidelines.
 - ☐ Off-street parking plan showing circulation, number and size of spaces and compliance with all City requirements.
 - ☐ Dimensions:
 - ☐ Building set-backs.
 - ☐ Widths of drive approaches, drive lanes, sidewalks, trails, accessible routes.
 - ☐ Width and length of parking stalls and ADA access aisles.
 - ☐ Widths of adjacent roads (to road centerline).
 - ☐ Location of all existing roads and drive approaches adjacent to and across from project.
 - ☐ Location and dimension of adjacent property, buildings and parking facilities (and/or conceptual plans for subsequent phases).
 - ☐ Location and function of loading and servicing facilities.
 - ☐ Location of all landscape areas.
 - ☐ Proposed monument signs (if known).
 - ☐ Type & height of all fencing (show grades on both sides of fences).
 - ☐ Show required visibility triangles at all intersections and driveways.
 - ☐ Current name, address, phone number, and fax number of primary contact of the developer.
 - ☐ Metes and bounds description, with acreage, of the total site that is to be developed, with an indication of present and proposed ownership.
 - ☐ Current Zoning of property.
 - ☐ Type of Construction (Type I-V).
 - ☐ Building code that the proposed building is to be designed under.
 - ☐ The occupancy of the proposed building.
 - ☐ Building height, number of stories (including basement) and square footage must be specified.
 - ☐ Proposed land use(s).
 - ☐ Sufficient information relative to land areas adjacent to the proposed development to indicate land uses, zoning classifications, transportation circulation systems, public facilities and unique natural features of the landscape.
- ☐ Provide the following statistical information on the site plan:
 - ☐ Gross Acreage of Total Project and acreage of phases (if applicable).
 - ☐ Square footage of all individual buildings (with a breakdown of the square footage of each intended use in each individual building and number of residential units).
 - ☐ Building Coverage (percentage of overall site).
 - ☐ Hard surface (asphalt, concrete) coverage (sq. ft. and percentage of overall site).
 - ☐ Landscaping Statistics:
 - ☐ Sq. ft. and percentage of overall site.
 - ☐ Percentage of parking lot and driveway area in landscaping.
 - ☐ Open space percentage (of overall site).
 - ☐ Number of parking spaces required (with ratios).
 - ☐ Number of parking spaces provided.

Preliminary Site Plan Review Submittal Requirements (continued):

- **Water Conservation Landscaping & Irrigation Plan** (*Irrigation Plan is required for Final Submittal Only*) - showing all of the following information:
 - NOTE: FOR FURTHER INFORMATION SEE THE WATER EFFICIENT LANDSCAPE ORDINANCE CHECKLIST, LANDSCAPE WATER ALLOWANCE WORKSHEET, PROJECT DATA SHEET, AND COMPLETION OF WATER AUDIT FORMS ATTACHED HERETO.**
 - Include location of existing trees on the site and berming of the front landscaped area.
 - Plans must conform to requirements found in Chapter 15-07, Landscaping Standards, Sandy City Development Code.
 - Plans must be stamped, signed and dated by a Landscape Architect licensed in the State of Utah or designer approved by Sandy City Public Utilities Department.
- **Grading and Drainage Plan** - showing all of the following information:
 - Provide existing and proposed contours at 2 foot intervals.
 - The existing contours shall extend a minimum of 25 feet beyond the property line.
 - Also include any water course, storm drain pipe sizes, slopes and elevations, flood plains, unique natural features, natural hazards, proposed building finished floor elevation, etc.**NOTE: Front landscape areas cannot be used for the retention/detention of storm water.**
- **Utility Plan** - showing all of the following information:
 - Underground utilities.
 - Street lights, fire hydrants, utility boxes.
 - Overhead utilities.
 - Location of all existing and proposed utility systems including sanitary systems, storm sewers, water, electric, gas, and telephone lines.
 - Location of all existing and proposed street lights.
- **Exterior Architectural Building Elevations** - showing all of the following information:
 - Architectural drawings shall be drawn to a scale of no smaller than 1/8" = one foot.
 - Indicate all colors and building materials to be used on each elevation.
 - Include all proposed building wall signs (if known).
 - Said elevations or renderings must be sufficiently complete to show building heights and roof lines, the location and height of any walls, signs, light standards, openings in the facade, and the general architectural character of the building.
- **Road Plan & Profile Plan** - showing all of the following information:
 - Existing and proposed grades.
 - Existing improvements (curb and gutter or asphalt) to which the proposed improvements will connect, for a minimum of 100 linear feet.
 - Slope of proposed and existing improvements.
- **Floor Plan** - showing all of the following information:
 - Hallways.
 - Stairs.
 - Restrooms.
 - Common Areas.
- **Lighting Plan and Photometrics** - showing all of the following information:
 - Parking and Exterior light levels.
 - Lighting at building entrances.
 - Lighting in common exterior areas.
- **Other information deemed necessary** by Planning, Public Works, Public Utilities, Fire, Police

Preliminary Comments and Corrections sent to Staff from:

- **Planning Division** - Gil Avellar: 568-7262, Jared Gerber: 568-7265, or Brian McCuistion: 568-7268
 - Development Code Requirements
- **Fire Department** - Don Rosenkrantz: 568-2945
 - Fire Department Requirements
- **Parks and Recreation Department** - Dan Medina: 568-2911
 - Trails Requirements
- **Public Works Department** - Dev. Coordinator - Dave Poulsen: 568-6058 or Jennifer Ford: 568-6047
 - Engineering Requirements Letter
- **Transportation Engineer** - Ryan Kump: 568-2962
 - Traffic and Road Requirements

Preliminary Site Plan Review Submittal Requirements (continued):

- Public Utilities Department -
 - Chief Engineer - Dan Woodbury: 568-7285; Public Utilities Engineers - Jed Vandermerwe: 568-7296 or Lennie Chanthaphuang: 568-7293
 - Water, Flood Control/Drainage, Underground Power, Street Lighting
- Kim Singleton: 568-6087
- Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
- Police Department - Duff Astin: 568-7179
- Security and CPTED concerns and comments
- Building & Safety Division - Jim McClintic: 568-7266
- Site and Accessibility for the Handicapped (ADA Requirements)
- Sewer District - One of four sewer districts in Sandy City (see attached Utility Company Contact Sheet)
- Sufficient capacity and placement to accommodate the development.
- South Valley Water Reclamation Facility - Norris Palmer: 495-5446
- Approval required from SVWRF for all Sewer Districts except Cottonwood Improvement District.

2. PLANNING COMMISSION PRELIMINARY REVIEW (if required)

NOTE: If Planning Commission review is not required, please skip to step number 3.

Upon receipt of all reviews from the various City departments and other agencies, the developer shall revise the site plan (if changes are necessary) and resubmit for review by the Planning Commission.

Planning Commission Submittal Requirements:

- Preliminary Site Plan: Ten (10) copies 11" x 17" format, one (1) copy on 8.5" x 11" format, and two (2) copies 24" x 36" format.
 - Architectural Building Elevations - 4 sides of building (if required): Ten (10) copies 11" x 17" format and two (2) copies 24" x 36" format.
 - Email a PDF copy of each of the above documents to the assigned planner.
 - One color board of all colors and materials proposed to be used on building. (if colors and materials are to be reviewed by the Planning Commission)
 - Preliminary Landscape Plan (if required): Ten (10) copies 11" x 17" format and two (2) copies 24" x 36" format.
 - Other information that may be determined necessary for the review by the Planning Commission.
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3. FINAL SITE PLAN REVIEW

The final site plan shall be reviewed by the City Departments and other agencies to determine its completeness and compliance with the Preliminary Site Plan. The final plan shall include all of the information required by the Planning Commission and the other reviewing departments and agencies. The following steps must be followed for a complete final submittal.

A. Redline Review Meeting. This meeting typically occurs the Wednesday following the Planning Commission meeting. Contact your assigned Planner to verify the time and date of this meeting. It is mandatory that the developer, their architect, landscape architect, and civil engineer meet with City Staff to review the Planning Commission conditions of approval, the memorandums, letters and redlined drawings that resulted from the preliminary review. This is an opportunity for the developer to clarify Staff's comments and to work out any conflicting requirements from the various City departments. This is all in an effort to save the developer, and City Staff, time by eliminating misunderstandings which may cause delays in the approval of the project.

B. Final Review Submittal Requirements. (Must include all items in Preliminary Review listed above.) After addressing all memorandums, letters and drawing redlines that resulted from the preliminary reviews by the various City departments, submit the following:

- Prepared **Submittal Packets** for each department as indicated on the attached "**SITE PLAN REVIEW - Final Submittal**" form. Each plan must be in 24" x 36" format and adhere to the required details (listed above in the Preliminary Site Plan Requirements) for each plan and any other requirements from the Planning Commission or other City Departments.

Final Comments and Corrections sent to Staff from:

- Planning Division - Gil Avellar: 568-7262, Jared Gerber: 568-7265, or Brian McCuiston: 568-7268
- Development Code Requirements
- Fire Department - Don Rosenkrantz: 568-2945
- Fire Department Requirements
- Parks and Recreation Department - Dan Medina: 568-2911
- Trails Requirements

Final Site Plan Review Submittal Requirements (continued):

- Public Works Department - Dev. Coordinator - Dave Poulsen: 568-6058 or Jennifer Ford: 568-6047
 - Engineering Requirements Letter
- Transportation Engineer. - Ryan Kump: 568-2962
 - Traffic and Road Requirements
- Public Utilities Department -
 - Chief Engineer - Dan Woodbury: 568-7285; Public Utilities Engineers - Jed Vandermerwe: 568-7296 or Lennie Chanthaphuang: 568-7293
 - Water, Flood Control/Drainage, Underground Power, Street Lighting
 - Kim Singleton: 568-6087
 - Landscaping & Irrigation Plan (water conservation & efficiency) Requirements
- Police Department - Duff Astin: 568-7179
 - Security and CPTED concerns and comments
- Building & Safety Division - Jim McClintic: 568-7266
 - Site and Accessibility for the Handicapped (ADA Requirements)
- Sewer District - One of four sewer districts in Sandy City (see attached Utility Company Contact Sheet)
 - Sufficient capacity and placement to accommodate the development
- South Valley Water Reclamation Facility - Norris Palmer: 495-5446
 - Approval required from SVWRF for all Sewer Districts except Cottonwood Improvement District

C. Final Review Submittal Requirements

- To insure that all corrections have been made before Final Site Plan Approval is submitted, the developer has the **OPTION (or as required by Staff)** to submit four (4) final sets (including site, landscaping, irrigation, and any civil drawings as specified by Engineering Departments) to be reviewed by Public Works, Public Utilities, Building & Safety and Planning *prior* to the final eight (8) sets being submitted for final site plan approval (see step 5 below).

4. DEVELOPER INITIATES BUILDING PERMIT PROCESS (Submit Building Plans to Building Division For Plan Check). *This process can be started simultaneously with the Final Site Plan Review process, if the developer desires.*

Building Plan submittal requirements:

- Two (2) complete sets of Building Plans (the complete sets shall include a **site plan**, architectural, structural, mechanical, electrical & plumbing plans) along with Structural Calculations. and Specifications.
- Building Permit application.
- Plan Check Fee (amount to be determined by the Building & Safety Division).
- The Building Division checks one set of complete building plans for compliance with Building Codes.
- Building Division corrections returned to developer for revisions.
- The Planning Division checks one set of complete building plans for compliance with Development Code and Planning Commission conditions (if applicable).
- Developer to pick up plan corrections at Planning Division Counter.

5. FINAL SITE PLAN APPROVALS (Upon completion of Final Site Plan Review by the above departments)

Final Approval submittal requirements:

- **Eight (8) Final sets of the Final Site Plan** (stamped, signed & dated by an engineer or architect licensed in the state of Utah), **Water Conservation Landscape & Irrigation Plan** (stamped, signed & dated by a landscape architect licensed in the state of Utah) **and all Civil Drawings** as needed by Engineering Departments (stamped, signed and dated by an engineer or architect licensed in the state of Utah) addressing all requirements by all departments (**no redlines are allowed on final signed plans**).

Final Approved Plan sets signed by:

- Sandy City Engineer: Mike Gladbach
- Sandy City Transportation Engineer: Ryan Kump
- Chief Engineer, Public Utilities Dept.: Dan Woodbury
- Community Development Director: Mike Coulam
- Planner handling project: Gil Avellar, Jared Gerber, or Brian McCuiston
- **A representative of the entity that is posting the guarantee for improvements ("bond") signs** the eight (8) sets of approved plans, two (2) sets of the Agreement to Conditions (provided by Planning Staff) (which includes Approval Letters from all of the required agencies), and the Improvement Agreement (provided by the Public Works Department).
- **Developer submits Signed Improvement Guarantee** that is accepted by Sandy City (use one of the three listed below):
 1. Escrow Bond (Bank or Savings & Loan).
 2. Irrevocable Letter of Credit (Bank or Savings & Loan).
 3. Cash Bond (Cashier's Check).

Final Site Plan Approval Process (continued):

- **Developer Pays Final Development Fees** - (according to the adopted Sandy City Fee Schedule that is current on the day the developer pays).

6. BUILDING PERMIT PROCESS

- Building & Safety Division review of building plans completed.
- Planning Division review of building plans completed.
- Developer submits 2 complete revised sets of building plans .
(2 sets of revised sheets to replace corrected sheets are also acceptable). The developer will be responsible to collate all sheets into the final plans.
- Building permit issued.
- **Construction may begin.**

7. OBTAINING FINAL OCCUPANCY

- Developer/Contractor responsible to call for all required Building Inspections on the project.
- Developer/Contractor responsible to obtain all required signatures on the "**Commercial Inspection Checklist**" (provided by the City Building Inspector assigned to your project) prior to occupancy being granted by the Building and Safety Division.
- Developer/Business owner responsible to file Business License application 30 days prior to anticipated occupancy.
- Developer/Business owner responsible to obtain Sign Permits prior to sign installation.

8. IMPROVEMENT GUARANTEE ("BOND") RELEASES

It is the responsibility of the developer/contractor to request the initial bond release for the development by contacting Karlee Jensen at 568-7271. **100% of work listed on a "City Engineer's Estimate" MUST be completed prior to the performance of initial bond release inspections.**

- Initial bond release (10% held for one year after Initial amount is released by Sandy City).

It is the responsibility of the developer/contractor to request the final 10% bond release for the development one year from the date the initial bond release is signed by Sandy City by contacting Karlee Jensen at (801) 568-7271. **100% of correction work must be completed prior to requesting the final 10% bond release.**

- Final 10% bond release.

NOTE: Bond release inspections regarding the landscaping portion of the bond will only be conducted during the growing season, April 15 to October 31. If snow is on the ground prior to or past these dates, the inspection may be delayed.

Disclaimer: The above information is an abridged version of the Sandy City Site Plan Review Process as stated in the Sandy City Development Code. This information is for the benefit of the developer in order to help the developer follow the review and approval process for your project. The above list does not release the developer from the responsibility of reading and following all provisions listed in the Development Review Process Section of the latest edition of the Sandy City Development Code.



Community Development
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Sandy, Utah 84070
Telephone # (801) 568-7250
Facsimile # (801) 568-7278

SITE PLAN REVIEW

Preliminary Submittal

For Staff Use Only			
Project Name: _____	Complete Submittal? <input type="checkbox"/>		
SPR #: _____	Development Application? <input type="checkbox"/>		
Date Received: _____	PC Required	Yes <input type="checkbox"/> No <input type="checkbox"/>	Pre Development Fee Paid? <input type="checkbox"/>
By Whom: _____	Amount: _____ Receipt #: _____		

Items Needed for Preliminary Submittal

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided.

Planning:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Landscape Plan ☐
- Architectural Building Elevations ☐
- Floor Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

Building & Safety:

- Site Plan *(bldg. const. type I-V must be specified)* ☐
- Grading & Drainage Plan ☐
- Architectural Building Elevations ☐
- Floor Plan ☐
- Notes/Details *(specifically ADA items)* ☐

Fire Department:

- Site Plan *(bldg. const. type I-V must be specified)* ☐
- Utility Plan ☐
- Architectural Building Elevations ☐

Parks & Recreation:

- Site Plan ☐
- Landscape Plan *(if affects city maintenance)* ☐
- Floor Plan *(Senior Housing Only)* ☐

Sewer & Reclamation Districts:

- 2 Site Plans ☐

Police Department:

- Site Plan ☐
- Architectural Building Elevations ☐
- Lighting Plan & Photometrics ☐
- Floor Plan ☐

Public Utilities:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Storm Water Prevention Plan *(if over 1 acre)* ☐
- Landscape Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐
- Other: _____ ☐
- _____ ☐

Public Works:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Landscape Plan ☐
- Other: _____ ☐
- _____ ☐

NOTE: *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*



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SITE PLAN REVIEW

Final Submittal

For Staff Use Only

Project Name: _____

SPR #: _____

Date Received: _____ Return of All Redlines? ☐

By Whom: _____ Complete Submittal? ☐

Items Needed for Final Submittal

The Applicant must prepare individual packets for review by each department. Each packet must include the minimum required plans as indicated below. Any other plans submitted, but not listed below, must be indicated in the space provided. **All Redlines must be returned to each department with this submittal.**

Planning:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Landscape Plan ☐
- Architectural Building Elevations ☐
- Floor Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

Building & Safety:

- Site Plan *(bldg. const. type I-V must be specified)* ☐
- Grading & Drainage Plan ☐
- Architectural Building Elevations ☐
- Floor Plan ☐
- Notes/Details *(as pertaining to the above plans)* ☐

Fire Department:

- Site Plan *(bldg. const. type I-V must be specified)* ☐
- Utility Plan ☐
- Architectural Building Elevations ☐

Parks & Recreation:

- Site Plan ☐
- Landscape Plan *(if affects city maintenance)* ☐
- Irrigation Plan *(if affects city maintenance)* ☐
- Floor Plan *(Senior Housing Only)* ☐

Sewer & Reclamation Districts:

- 2 Site Plans ☐

Police Department:

- Site Plan ☐
- Architectural Building Elevations ☐
- Lighting Plan & Photometrics ☐
- Floor Plan ☐

Public Utilities:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Storm Water Prevention Plan *(if over 1 acre)* ☐
- Landscape Plan ☐
- Irrigation Plan ☐
- Notes & Details to specifically include:
*Water, Storm Drain & Irrigation, Street Lights,
Water/Oil Separator, & Manholes/Inlet* ☐
- Other: _____ ☐

Public Works:

- Site Plan ☐
- Grading & Drainage Plan ☐
- Utility Plan ☐
- Road Plan & Profiles ☐
- Landscape Plan ☐
- Notes/Details *(as required by the "City Engineer
Requirements" letter)* ☐
- Other: _____ ☐

NOTE: *Sandy City will only accept applications if each item listed above is received at the time of submittal. Incomplete plans will result in returning them to the applicant.*

SITE PLAN REVIEW FEES (FISCAL YEAR JULY 2007 - JUNE 2008)**PROJECT INFORMATION:**

NAME:		SPR #:	
ADDRESS:		ACRES:	
DATE:		LOTS:	

DISCLAIMER: Fees due and payable are based on the approved Sandy City Fee Schedule currently in place and applicable at the time the Site Plan is finalized and/or a building permit is issued. Fees are subject to change each fiscal year at the discretion of the Sandy City Council. City Treasurer has legal responsibility to interpret the ordinance and review all fees. Therefore, fee schedule may be subject to change prior to final approval.

1.	DEVELOPMENT FEE: (\$1,440.00/acre for 0-5 acres; \$7,200.00 for 5 acres + \$560.00/acre over 5 acres; \$10,000 for 10 acres + \$63.00/acre over 10 acres). Less Pre-Development Fees Paid (Date, Receipt Number) Balance of Development Fee Due with Final Fees	Account No.	1-51-314511	\$0.00
2.	DEVELOPMENT INSPECTION FEE: Commercial/Industrial/Multiple Family - \$457.00/acre	Account No.	1-51-314512	\$0.00
3.	FLOOD CONTROL BASIN FEE: \$4,333.00/acre	Account No.	281-661-3373	\$0.00
4.	WATER REVIEW FEE: Commercial/Industrial - \$160.00; Subdivision - \$160.00; Single Lot - \$50.00	Account No.	511-650-33714	\$0.00
5.	STORM WATER REVIEW Commercial/Industrial - \$160.00; Subdivision - \$160.00; Single Lot - \$50.00	Account No.	281-661-33714	\$0.00
6.	WATERLINE REIMBURSEMENT FEE: ½ the current cost of the 8" portion of the <input type="text"/> water main in <input type="text"/> street. <input type="text"/> Linear Feet @ (1/2 cost = \$8.50/LF)	Account No.	511-650-33715	\$0.00
7.	STREET & REGULATORY SIGN FEES: <input type="text"/> signs @	Account No.	1-34-314311 \$185.00 each sign	\$0.00
8.	BURYING POWER LINES:	Account No.	7129-671-3169	
	<input type="text"/> linear feet	Transmission - Four 4" conduits	\$17.00 /ln.ft.	N/A
	<input type="text"/> linear feet	Transmission - Four 3" conduits	\$15.00 /ln.ft.	N/A
	<input type="text"/> linear feet	Distribution - Four 2" conduits	\$12.00 /ln.ft.	N/A
	<input type="text"/> each	Manholes (Public Utility calc.)	\$4,000.00 each	N/A

TOTAL (To be paid prior to final approval)	\$0.00
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ADDITIONAL FEES TO BE ADDED TO THE BUILDING PERMIT:

8.	PARKS FEE:	Account No.	421-420-3171		N/A
	(NOT APPLICABLE TO COMMERCIAL PROJECTS)				
9.	TRAILS FEE:	Account No.	422-420-3172		\$0.00
	Office/Institutional	\$54.00	per 1,000 sq. ft.	>>> factor used =	
10.	POLICE FEE:	Account No.	426-211-3176		\$0.00
	Office/Institutional	\$89.00	per 1,000 sq. ft.	>>> factor used =	
11.	FIRE/EMS FEE:	Account No.	427-220-3177		\$0.00
	Office/Institutional	\$206.00	per 1,000 sq. ft.	>>> factor used =	
12.	WATER CONNECTION FEES:	Account No.	511-650-33711		
	<input type="text" value="1"/> 2" meters	<input type="text" value="\$4,434.00"/>	per meter		\$4,434.00
13.	METER SET FEES:	Account No.	511-650-33712		
	<input type="text"/> meters	<input type="text"/>	per meter		\$0.00
14.	CONSTRUCTION WATER USE FEE	Account No.	510-650-3181111		
	<input type="text" value="1"/> meters	<input type="text" value="\$28.00"/>	per meter		\$28.00
TOTAL (to be paid with building permits)					\$4,462.00

NOTE: Development Fees due and payable do not include any building permit fees regulated by the Uniform Building Code such as structural and building component related fees or Sewer Connection Fees for this development. (Sewer Fees are collected by one of four Sewer Districts that serve Sandy City). Contact Sandy City Building & Safety Department for UBC related fees.

REVIEWED AND APPROVED:

Arthur D. Hunter, Director of Finance

Date

***BUILDING PERMIT FEES: (ESTIMATE ONLY)**

1.	VALUATION:	???
2.	BUILDING PERMIT FEE	???
3.	1% STATE SUR CHARGE	???
4.	PLAN CHECK FEE AMOUNT PAID	???
SUBTOTAL:		???

REVIEWED AND APPROVED:

Plans Examiner

Date

***CONTACT THE BUILDING DEPARTMENT FOR THE EXACT FEES AND APPLICATION @ 568-7251.**

CITY ENGINEER'S ESTIMATE - NUMBER: 1

Development Name:	
Development Address:	
SPR#:	
Date:	

IMPROVEMENTS TO BE GUARANTEED AT 110% OF ESTIMATED COST:

	Quantity	Unit	Unit Cost	Extended Cost
1. Roadway Improvements				
Curb & Gutter		linear foot	\$17.00	\$0.00
Drive Approaches (5' Width)		linear foot	\$17.00	\$0.00
Sidewalk		sq. foot	\$3.00	\$0.00
Asphalt Paving, Road Base & Roadway Excavation:				
East of Interstate 15		sq. yard	\$20.00	\$0.00
West of I-15: 4.5" AC, 12" UTB and fabric		sq. yard	\$25.00	\$0.00
2. Survey Monuments		each	\$250.00	\$0.00
3. Survey Rivets		each	\$35.00	\$0.00
4. Street Sign (to be installed by Sandy City)		each	---	---
5. Water System				
12" D.I.P.		linear foot	\$64.00	\$0.00
8" D.I.P.		linear foot	\$47.00	\$0.00
6" D.I.P.		linear foot	\$42.00	\$0.00
Copper Lateral		each	\$2,943.00	\$0.00
6" Fire Hydrant		each	\$4,300.00	\$0.00
Meter Vault		each	\$3,475.00	\$0.00
6. Flood Control				
24" RCP		linear foot	\$66.00	\$0.00
18" RCP		linear foot	\$54.00	\$0.00
15" RCP		linear foot	\$50.00	\$0.00
12" RCP		linear foot	\$47.00	\$0.00
Detention Pond		each	\$7,000.00	\$0.00
Oil/Water Separator		each	\$20,000.00	\$0.00
Inlet Box/Cleanout Manhole		each	\$3,273.00	\$0.00
7. Street Lights				
Residential		each	\$3,000.00	\$0.00
Commercial		each	\$4,500.00	\$0.00
Arterial		each	\$5,500.00	\$0.00
8. Landscaping and Irrigation Systems:				
Landscaping and Irrigation Systems (including Water Efficiency and Backflow Prevention)		sq. foot	*	\$1,000.00
Street Trees		each	\$140.00	\$0.00
Subtotal: Improvement Costs Estimated at 100%				\$1,000.00
Subtotal: Improvement Costs Estimated at 110%				\$1,100.00

IMPROVEMENTS TO BE GUARANTEED AT 10% OF ESTIMATED COST:

NOTE: The value of the Guarantee for Improvements, guaranteed at 10% of estimated cost, will not be reduced at Initial (90%) Guarantee Release. This amount will be released after the one-year warranty period has been met and Final Approval.

	Quantity	Unit	Unit Cost	Total Cost
1. Roadway/Parking Lot Improvements				
Curb & Gutter		linear foot	\$17.00	\$0.00
Concrete Curbing		linear foot	\$12.00	\$0.00
Sidewalk		sq. foot	\$3.00	\$0.00
Concrete Flatwork		sq. foot	\$3.00	\$0.00
Roadway/Parking Lot Paving		sq. yard	\$13.00	\$0.00
Parking Lot Striping		linear foot	\$0.06	\$0.00
2. Fencing/Walls				
Fence		linear foot	\$15.00	\$0.00
Retaining Walls		linear foot	\$85.00	\$0.00
3. Screening				
Screening		lump sum		\$0.00
Subtotal: Improvement Costs Estimated at 100%				\$0.00
Subtotal: Improvement Costs Estimated at 10%				\$0.00

OTHER GUARANTEE REQUIREMENTS:

1. Submittal of "As-Built" Drawings on Disk Prior to 90% Release	\$1,000.00
---	-------------------

(Total: Improvement Cost Estimated at 110% + Improvement Costs Estimated at 10% + Other Guarantee Requirements):

Total: City Engineer's Estimate - Number: 1 \$2,100.00

NOTE: In addition to improvements specified in the improvement agreement, other conditions of approval specific to your development must also be completed. Those conditions include, but are not limited to, all of the Sandy City Standard Specifications and Details for Municipal Construction and the General Conditions as conditions of approval; those provided for in the building permit; those required by ordinance, including the Sandy City Standard Specifications and Details for Municipal Construction and the General Conditions for Development; and/or those required by the City Engineer of Sandy City.



Community Development
10000 Centennial Parkway
Sandy, Utah 84070
Telephone # (801) 568-7250
Facsimile # (801) 568-7278

General Development Application

Revised December 2007

For staff use only

File/Case Number: _____ Date Filed: _____
Fee: _____ Receipt# _____ Assigned Planner: _____

Type of Request *(mark all that apply)*

**Use Account Code #1-51-314515 unless otherwise noted.*

<input type="checkbox"/>	Site Plan Review	(Acct. Code #1-51-314516)
<input type="checkbox"/>	Code Amendment	*
<input type="checkbox"/>	Annexation	(Acct. Code #1-51-314513)
<input type="checkbox"/>	General Plan Amendment	*
<input type="checkbox"/>	Street Vacation/Closure	*

<input type="checkbox"/>	Subdivision	(Acct. Code #1-51-314516)
<input type="checkbox"/>	Sign Review/Appeal	*
<input type="checkbox"/>	Rezoning of Property	(Acct. Code #1-51-314514)
<input type="checkbox"/>	Conditional Use Permit	*
<input type="checkbox"/>	Other (describe below)	

Please give a brief summary of the action requested:

Project Information

Name of Proposed Project: _____
Address of Proposed Project: _____
Parcel Tax I.D. Number(s) (if available): _____
Current Condition (i.e. undeveloped, current zone, etc) _____
Proposed Development/Action (i.e., subdivision, retail bldg, new zone) _____

Applicant Information

Applicant's Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Phone #: Office: _____ FAX: _____ Home/Cell: _____
Email: _____ Signature: _____ Date: _____

Project Contact Information *(if different from applicant)* **NOTE:** This person will be staff's **ONLY** contact for the Review Process.

Applicant's Name: _____ Company: _____
Address: _____ City, State, Zip: _____
Phone #: Office: _____ FAX: _____ Home/Cell: _____
Email: _____ Signature: _____ Date: _____

Property Owner Information *(if different than applicant)*

Owner's Name: _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Home/Cell: _____

Email: _____ Signature: _____ Date: _____

Project Staff**Developer:** _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Email: _____

Engineer: _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Email: _____

Planner: _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Email: _____

Architect: _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Email: _____

Other: _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Email: _____

Other: _____

Address: _____ City, State, Zip: _____

Phone #: Office: _____ FAX: _____ Email: _____

Note: The Planning Commission normally meets on the first and third Thursdays of the month. Applicants will be notified of changes in meetings and meeting times. The Planning Division will not officially accept a submittal until the conditions and necessary parts of each application procedure are completed.



WATER EFFICIENT LANDSCAPE CHECKLIST FOR REVIEWING PLANS

Title 15 Land Development Code. Pertaining to Ordinance 01-50 which adopts the revision to Sandy City Development Code Title 15-41 WATER EFFICIENT LANDSCAPE ORDINANCE.

Planting Plan shall consist of:

- ☐ Location of all plant materials
- ☐ Legend with botanical and common names and size of plant materials
- ☐ Property lines and street names
- ☐ Existing and proposed buildings, walls, fences, light poles, utilities, paved areas and other site improvements
- ☐ Existing tree and plant materials to be removed or retained
- ☐ Designation of Landscape zones
- ☐ Plants well-suited to the microclimate and soil conditions at the project site
- ☐ Plants with similar water needs shall be grouped together as much as possible
- ☐ For projects located at interface between urban areas and natural open spaces (non-irrigated)
 - Extra-Drought tolerant plants shall be selected that blend with native vegetation and are fire resistant or fire retardant
 - Plants with low fuel volume or high moisture content shall be emphasized
 - Plants that accumulate excessive amounts of dead wood/debris shall be avoided
 - Areas with slopes greater than 30% shall be landscaped with deep-rooting, Water Conserving Plants for erosion control and soil stabilization
 - Park strips and other landscape areas less than 8 feet wide shall be landscaped with water conserving plants and/or grass only.

Irrigation Plan shall consist of:

- ☐ Layout of irrigation system
- ☐ Legend summarizing:
 - Type and size of all components of the system
 - Manufacturer name and model number of components
 - Static water pressure in psi at point of connection to the public water supply (Greater than 80 psi requires a PRV be installed)
 - Flow rate in gallon, per minute for each valve
 - Precipitation rate in inches for each valve with sprinklers

Landscape Water Allowance Worksheet (LWA)

- ☐ Form provided on city website at www.sandy.utah.gov (under quick links, document library, public utilities department)

Irrigation Schedule Worksheet

- ☐ Form provided on city website www.sandy.utah.gov (under quick links, document library, public utilities department)

Mulch

- ☐ All irrigated non-turf areas to be covered with minimum of 4" of mulch
- ☐ Non-porous material shall not be placed under the mulch

Landscape Meter

- ☐ Must comply with state codes
- ☐ Shall be installed for landscape irrigation system
- ☐ Shall be separate from the water meter and backflow prevention assembly installed for indoor purposes
- ☐ The size of the meter shall be based on irrigation demand

Automatic Controller

- ☐ The electric controller shall include:
 - Multiple program capabilities, Multiple repeat cycle capabilities
 - Flexible calendar program
 - Equipped with Automatic Rain Shut-off Device

All plans must be stamped by a Utah Licensed Landscape Architect/Designer.

All installers, designers, and auditors shall meet state and local license, insurance and bonding requirements.

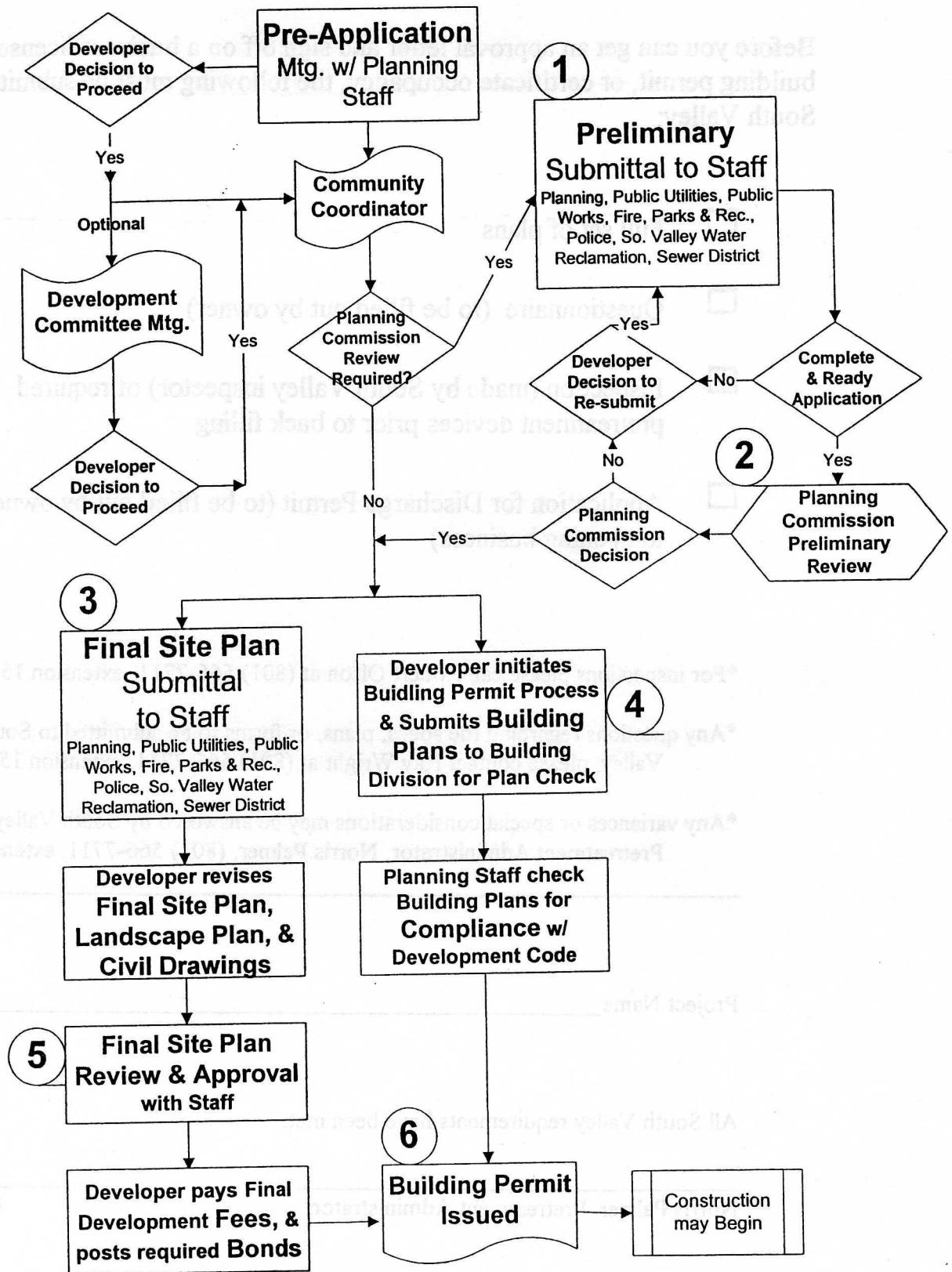
Following construction an inspection shall be done by a Licensed Landscape Irrigation Auditor to verify compliance with the approved landscape and irrigation plans.

- ☐ The auditor must be independent of the contractor, design firm, and owner/developer of the project
- ☐ The water performance audit will verify that the irrigation system complies with the minimum standards of the ordinance. The Minimum Efficiency required is:
 - 60% DU for fixed spray systems
 - 70% DU for rotor systems
- ☐ The auditor shall furnish a certificate to the city, designer, installer, and owner/developer certifying compliance with the minimum distribution requirements.

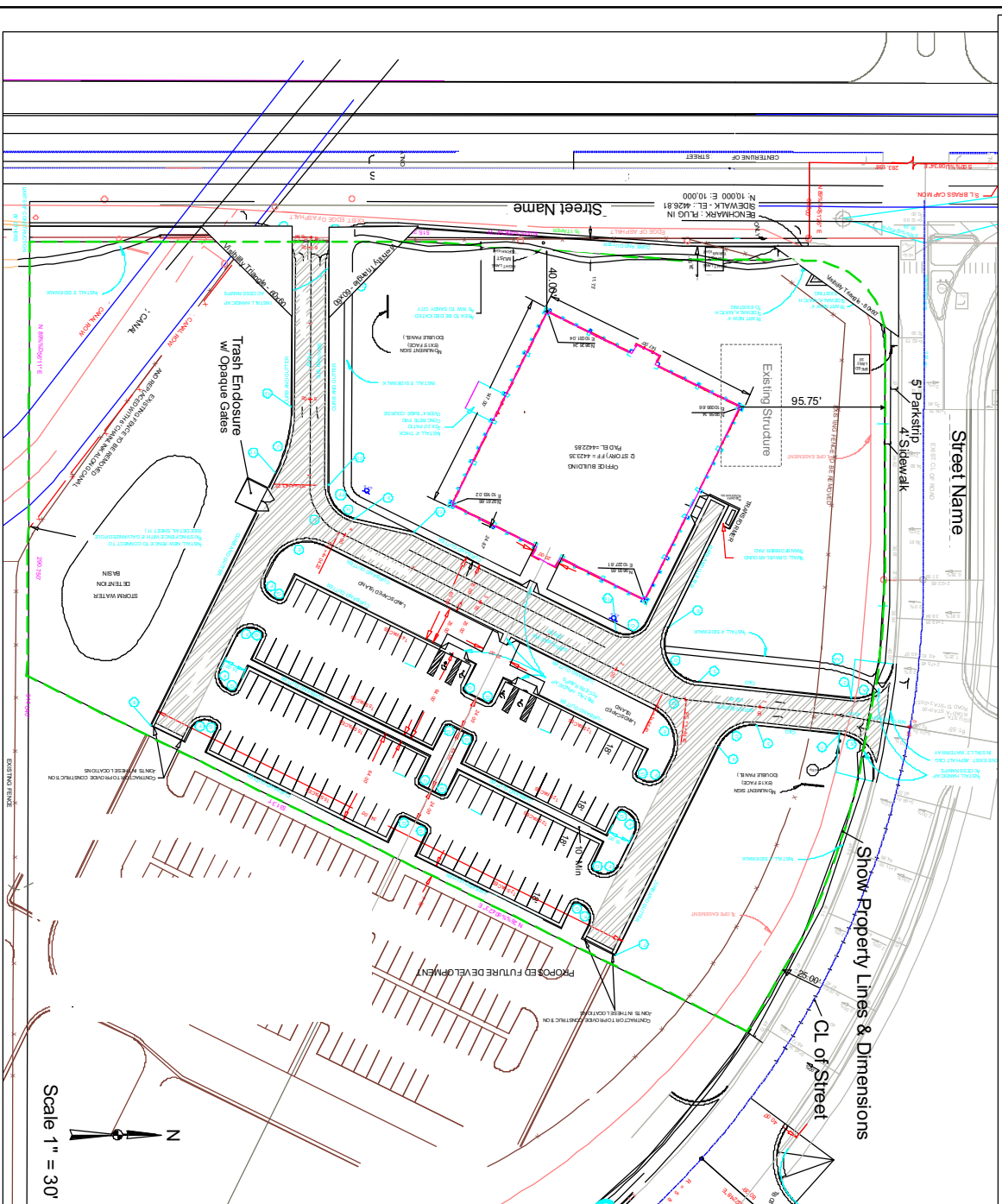
If there are any questions regarding these requirements, please contact **Kim Singleton in Public Utilities at (801) 568-6087.**

Sandy City Site Plan Review Flow Chart

OCTOBER 23, 2001



Sample Site Plan as Required by Sandy City



Site Plans

Must be drawn on 24" x 36" format and include the following information:

- Drawn to a scale of no smaller than 1" = 30' & STAMPED BY A LICENSED ARCHITECT or ENGINEER (as required by Utah State Law).
- Current name, address and phone number and fax number of applicant.
- Complete meets and bounds legal description of the total site and acreage with an indication of present and proposed ownership.
- PROVIDE THE FOLLOWING STATISTICAL INFORMATION (on the site plan):
 - Gross Acreage of Total Project and acreage of phases (if applicable)
 - Square footage of all individual buildings (with square feet of intended uses in each building)
 - Building coverage %
 - Parking spaces required (with ratios)
 - Parking spaces provided
 - Asphalt Coverage (square feet & percentage)
 - Landscaping (square feet and overall % of project)
 - Percentage of asphalt area in landscaping (minimum of 5% req)
 - Open space %
 - Zoning of property
 - Proposed land use(s)
 - Type of Construction
- Complete dimensions of site and on all items on site the plan as well as all lot line and dimensions (site plan will not be accepted without dimensions).
- Location, number and size of existing and proposed buildings and structures (including any signs).
- Off-street parking plan showing circulation, number and size of spaces and compliance with all City requirements.
- Vehicular and pedestrian circulation—ingress, egress, and internal movement.
- Location, width and names of abutting streets. Show centerlines of adjacent roads to scale on the plan. Any required road dedications must also be shown on the site plan.
- Location of all existing and proposed curbs, gutters, sidewalks, drive approaches (including those across the street from project), and fire hydrants.
- Existing and proposed utility systems including sanitary sewers, storm sewers, water, electric, gas and telephone lines.
- Location of existing and proposed street lights.
- Location and dimension of abutting property, buildings and parking facilities (and/or conceptual plans for subsequent phases).
- Location and function of loading and servicing facilities.
- Drainage flows.
- Location of all landscape areas.
- Type & height of all fencing (show grades on both sides of fences).
- Show visibility triangles at all intersections and driveways.
- Vicinity Map (reduced to scale).
- North arrow

South Valley Water Reclamation Facility Pretreatment Checklist

Before you can get an approval letter and sign off on a business license, building permit, or certificate occupancy, the following must be submitted to South Valley:

- ☐ Full set of plans
- ☐ Questionnaire (to be filled out by owner)
- ☐ Inspection (made by South Valley inspector) of required pretreatment devices prior to back filling
- ☐ Application for Discharge Permit (to be filled out by owner prior to opening business)

*For inspections please call Robert Olson at (801) 566-7711, extension 153

*Any questions regarding the specs, plans, or forms to be submitted to South Valley, please contact Ray Wright at (801) 566-7711, extension 152

*Any variances or special considerations may be answered by South Valley's Pretreatment Administrator, Norris Palmer, (801) 566-7711, extension 146

Project Name _____

All South Valley requirements have been met.

Norris Palmer, Pretreatment Administrator

Date